

TENNderCARE Connection

Process to Provide Information to MCOs When Children Are Identified as Needing to Receive Medically Related Service in an Educational Setting

TennCare Responsibilities: TennCare will send a letter initially and annually (at the start of the school year) to all School Directors and Special Education Directors requesting that the schools share information with the appropriate TennCare MCO when medical services are included in the IEP of a TennCare enrolled child. The letter will include:

1. A description of the MCO's responsibility to provide medically necessary covered services to TennCare enrolled children.
2. A request that the school obtain parental consent and forward the IEP and the associated signed consent form to the child's MCO whenever medical services are included in a TennCare child's IEP.
3. A copy of the recommended parental consent/release of information form.
4. A list of MCO contacts to whom IEPs should be submitted.
5. A request that the school include in the cover letter to the MCO the IEP information and the name and contact information of the person in the school to whom the MCO should provide feedback concerning the medical services included in the IEP.

TennCare will also assure that the IEP process is evaluated by the External Quality Review Organization on each Annual Quality Survey.

Managed Care Organization Responsibilities: After receipt of the IEP, the MCO will:

1. Either accept the IEP as indication of a medical problem and treat the IEP as a request for service to which the MCO will respond within a 14 day period from receipt of the IEP or assist in making an appointment to have the child evaluated by the child's PCP or another in-network provider in accordance with the time frames specified in the TennCare Waiver Terms and Conditions for access to care.*
2. Send a copy of the IEP and any related information (e.g. action taken by the MCO in response to receipt of the IEP, action the MCO expects the PCP to take) to the PCP.
3. Notify the designated school contact of the ultimate disposition of the request (e.g. what services have been approved for the child, what arrangements have been made for service delivery).

**In the event, a school sends parental consent without an attached IEP or an IEP without parental consent, the MCO will request the missing document from the school.*

School Responsibilities: In order to share information concerning medical services included in the IEP for TennCare enrolled children, the schools will:

1. Identify children enrolled in TennCare who may have medically related services listed in the IEP and identify the child's designated MCO. Schools may utilize the TENNderCare Connection flyer to obtain information about the child's MCO.**
2. Obtain the parent's signature on the TennCare Release of Information for Individualized Education Program** form, allowing:
 - a. The school to share the IEP with the appropriate MCO
 - b. The MCO to share the IEP with the child's Primary Care Provider (PCP)
 - c. The MCO to provide feedback to the school concerning services included in the IEP.
3. Provide a copy of the child's IEP and consent form/release of information to the MCO. The school may utilize the Provision of Medically Related Services in a School Setting cover letter and send to the appropriate MCO. The school may include, with the parents signed release, supporting documentation such as the child's Individual Health Plan.**
4. Provide the MCO, in the letter conveying the IEP information and signed consent form, with the contact information for the Special Education Director or other designated person at the school who is to receive MCO communication on each child.

**Forms available on DOE and TennCare websites for downloading.

Revised 02/28/07